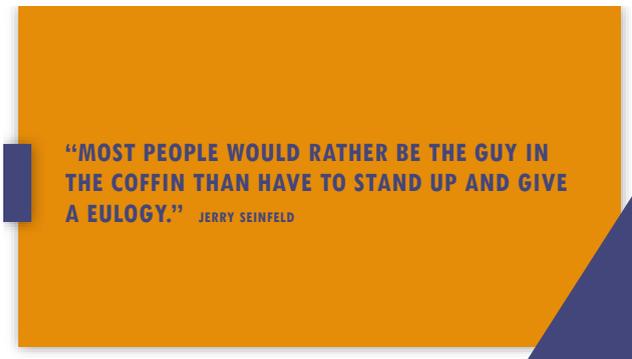




1



2



3

OBJECTIVES

- ❖ Navigate jitters
- ❖ Prepare cleverly
- ❖ Deliver compelling content
- ❖ Manage your nonverbals
- ❖ Use your best voice
- ❖ Present with visuals
- ❖ Speak on the spot
- ❖ Take action
- ❖ Field Questions



4



🎯 Poll Question!



5

NAVIGATE *JITTERS*

- ❖ Identify and focus on **purpose**
- ❖ **Discover** and connect to strengths
- ❖ Employ **concrete** tactics



6

FOCUS ON YOUR PURPOSE

- ❖ Identify your purpose for speaking
- ❖ Determine what the audience will gain
- ❖ Aim for specific audience actions



7

EXERCISE:

- ❖ Jot down the message
- ❖ Jot down the *impact* you want your message to have

Educate



Persuade

Inspire

Inform



8

RECOGNIZE YOUR STRENGTHS/ CHALLENGES



9

PRESENTATION SKILLS SELF-EVALUATION SCORECARD

Focus on a presentation you've given or a time when you've spoken publicly (e.g., at a meeting) and fill in all applicable sections below.

Rating Scale: (1) Poor (2) Fair (3) Good (4) Very good (5) Excellent

	1	2	3	4	5	N/A	Development goal
Body language:							
• Overall presence/groundedness							
• Facial expressions							
• Hand/arm gestures							
• Eye contact/shoulders							
• Use of speaker's notes							
• Posture/stance							
• Use of the space							
Vocal delivery:							



10

WHAT YOU *CAN* CONTROL

Public Speaking: A Universal Fear

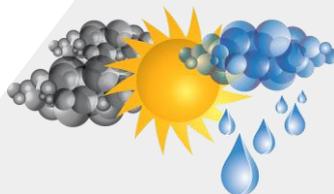
- ❖ Preparedness
- ❖ Grounded
- ❖ Words
- ❖ Actions



11

WHAT YOU CANNOT CONTROL

- ❖ Others' words
- ❖ Others' actions
- ❖ Organizational culture
- ❖ External circumstances



12

NAVIGATE JITTERS – CONCRETE TACTICS

Beforehand

- ❖ Prepare helpful notes
- ❖ Visualize your success
- ❖ Get plenty of rest
- ❖ Eat/drink comfort foods
- ❖ Engage in relaxing activities
- ❖ Visit the venue in advance
- ❖ Arrive early
- ❖ Use calming scents
- ❖ Focus on the value you bring



13

NAVIGATE JITTERS – CONCRETE TACTICS



During

- ❖ Breathe consciously
- ❖ Project confidence verbally and nonverbally
- ❖ Take your time – allow for moments of silence
- ❖ Touch your thumb to your index finger
- ❖ Stay positive; don't point to your nervousness
- ❖ Drink water



14

ADDRESS GROUPS OF ANY SIZE

- ❖ Make eye contact with one person at a time
- ❖ Speak to individuals throughout the space



15

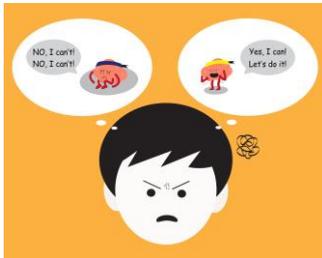
USE POWER POSES



16

16

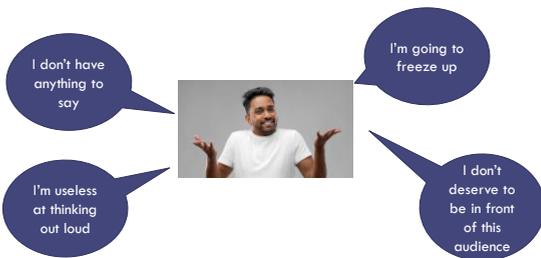
BE MINDFUL OF SELF-TALK



17

17

TYPICAL SELF-TALK



18

18

3 SELF-TALK MANAGEMENT STRATEGIES

- ❖ Craft rebuttals
- ❖ Avoid "I" statements during self-talk
- ❖ Use affirmations

Positive Affirmations

- ♥ *Today will be a good day*
- ♥ *Everything will be okay*
- ♥ *I am in control of my life & feelings*
- ♥ *I have people that love me*
- ♥ *I have a lot to be grateful for*
- ♥ *Tomorrow will be better*
- ♥ *Everything I need is within me*



19

USE AFFIRMATIONS

All he needs is within him right now.



Relax, you've got this!

She is successful.

He is an unstoppable force of nature.

[Daily Affirmations: Michael Jordan - SNL - Bing video](#)



She is confident.

20

PREPARE CLEVERLY

- ❖ Understand your audience
- ❖ Craft your presentation
- ❖ Anticipate tough questions
- ❖ Plan and test the technology
- ❖ Share information in advance
- ❖ Look the role



21

UNDERSTAND YOUR AUDIENCE

Your Audience	New trainers to the State
Why Are They Attending?	Learn new presentation tips
Their Main Concerns	Learning their job and material
Potential Challenges From, Your Audience	People may know more than I do
How You Can Hit A Home Run	Practice



22

CRAFT YOUR PRESENTATION



- ❖ Outline your thoughts
- ❖ Craft your main points
- ❖ Plan varied activities
- ❖ Map out the setup
- ❖ Write speaker's notes
- ❖ Create visuals
- ❖ Determine the role of technology



23

PLAN AND TEST TECHNOLOGY

- ❖ Equipment testing
- ❖ Online vs. in person
- ❖ Back-up plan
- ❖ Audio
- ❖ Lighting and backdrop



24

SHARE INFORMATION IN ADVANCE



25

GET AND HOLD YOUR AUDIENCE'S ATTENTION

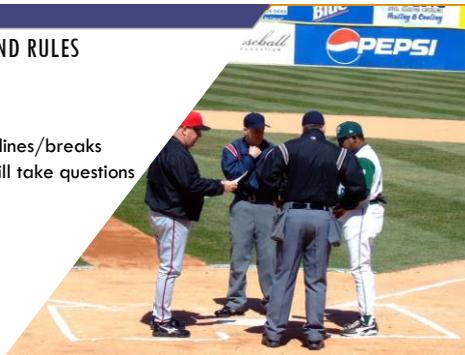
- ❖ Deliver powerful first and last lines
- ❖ Target your points to audience's needs
- ❖ Give an overview
- ❖ Offer examples (include facts, figures)
- ❖ Tell compelling stories
- ❖ Refer to conversations with audience
- ❖ Be flexible
- ❖ Ask questions
- ❖ Provide strong visuals
- ❖ Keep it moving
- ❖ Pay attention to audience's nonverbal cues



26

ESTABLISH GROUND RULES

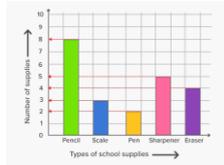
- ❖ "Vegas Rules"
- ❖ Timing guidelines/breaks
- ❖ When you will take questions
- ❖ "Parking lot"



27

ESTABLISH CREDIBILITY

- ❖ Convey your relevant experience/credentials
- ❖ Refer to research, facts, stats



28

SPEAK AUTHENTICALLY

Be true to yourself.
Aspects to include:

- ❖ Values
- ❖ Personality
- ❖ Culture
- ❖ Gender
- ❖ Life Experience



29



Poll Question!



30

MANAGE YOUR NONVERBALS

- ❖ Facial expressions
- ❖ Eye contact
- ❖ Handshake
- ❖ Gestures
- ❖ Posture and stance
- ❖ Use of the space



□

31

MAKE EYE CONTACT

- ❖ 3 seconds at a time
- ❖ Forehead, eyebrows, nose
- ❖ Throughout the room
- ❖ "Square" your shoulders
- ❖ Appear natural
- ❖ Online: look at the camera



□

32

Do's	Don'ts
Varied	Fidgeting
Consistent with content	Touching
Open	Leaning
Hands apart	Fig leaf 
Natural	T-rex 

□

33

ALIGN YOUR SPINE & USE THE SPACE

- ❖ Stand straight
- ❖ Avoid shoulders too far back
- ❖ Don't shift weight
- ❖ Plant feet
- ❖ Intersperse standing still and walking
- ❖ Walk into the audience
- ❖ Avoid pacing
- ❖ Stop for effect



34



🎯 Poll Question!



35

USE YOUR BEST VOICE



36

MIND YOUR PACING AND PAUSES

"Today is a day of celebration, [Pause] a day to celebrate all the hard work that got you to this place where you can sit, kind of sweltering in that gown. [Pause] Today is a day of thanks, [Pause] a day to thank all the people that helped you get here, [Pause] the people who nurtured you and taught you, [Pause] who held your hand, [Pause] who dried your tears. [Pause] Today is a day of reflection." [Pause]

Sheryl Sandberg, Chief Operating Officer, Facebook
May 17, 2011, Barnard College Commencement



37

EMPHASIZE WORDS FOR IMPACT

"I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice.

"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character.

"I have a dream today."

Martin Luther King, Jr.
Lincoln Memorial, Washington, DC
August 28, 1963
<http://www.archives.gov/press/exhibits/dream-speech.pdf>

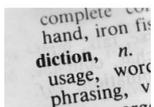


38

ENUNCIATE — CONSONANT AND VOWEL CLARITY

"The rain in Spain stays mainly in the plain."

-My Fair Lady
Lyrics by Alan Jay Lerner



39

MINIMIZE YOUR USE OF FILLER

- ❖ Record yourself practicing
- ❖ Listen to the recording
- ❖ Count ums and ers
- ❖ Create a new habit



□

40



🎯 Poll Question!



□

41

PRESENT WITH VISUALS

- ❖ PowerPoint
- ❖ Flip charts
- ❖ Whiteboard
- ❖ Props
- ❖ Video



□

42

AVOID COMMON POWERPOINT MISTAKES

"Many people do not run spel cheek before there presentation – **BIG MISTAK!!!** Nothing makes you lok stupider then speling errors."

— Don McMillan

□

43

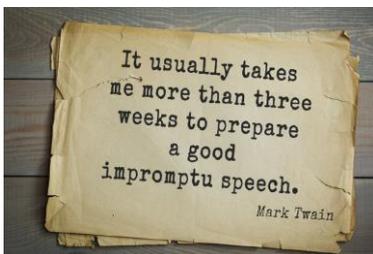
SUPPORT YOUR MESSAGE VISUALLY

Treat visuals as "wallpaper"	Display simple graphs and charts
Use text sparingly	Avoid multiple fonts and font sizes
Make text and images large	Avoid clip art

□

44

SPEAK ON THE SPOT



□

45

HANDLE TOUGH QUESTIONS



- ❖ "Thank you for that question. My first thoughts are..."
- ❖ "Great question. I would be happy to meet with you at another time to discuss this."
- ❖ "Great question. That's the first time anyone has asked me that. I will do a little research and get back to you."



46



- ❖ Seek public speaking opportunities
- ❖ Facilitate meetings
- ❖ Take a public speaking class
- ❖ Study improvisation
- ❖ Join Toastmaster International
- ❖ Work one to one



47

GAME PLAN



48

10,000- HOUR RULE TO MASTERY?

“The closer psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play.”

— Malcolm Gladwell, *Outliers*



49

FINAL TIPS

- ❖ Balance research time with practice time
- ❖ Practice answering tough questions
- ❖ Breathe consciously
- ❖ Draw on your knowledge
- ❖ Engage your audience
- ❖ Vary your voice
- ❖ Manage your nonverbals



50



51



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- Inspiration: Amy Cuddy, Ph.D., —Your Body Language Shapes Who You Are, TED, 2012, www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are
- Daily Affirmation: Michael Jordan - SNL - Bing video

